



5-15-95

Subject: ADMINISTRATIVE SERVICES POLICY FUNCTIONS

1. PURPOSE. This Order prescribes basic policy and assigns responsibilities for the management of the Administrative Services Policy functions throughout the Department of Transportation. These functions include aircraft, energy, employee commuter transportation, environment, mail, motor vehicles, occupational safety and health, personal property, printing, real property, and recycling.
2. CANCELLATION.
 - a. DOT 1320.23, Department of Transportation Mail and Courier Service Policy, dated 10-3-89.
 - b. DOT 1360.5A, Departmental Printing and Publications Distribution, dated 10-19-93.
 - c. DOT N 1700.37, Parking of Propane Fueled Vehicles in DOT Headquarters Garages, dated 6-18-81.
 - d. DOT 1700.19D, DOT Employee Parking in Washington Headquarters Parking Facilities, dated 1-29-92.
 - e. DOT 3560.1, DOT Transit Benefit Program, dated 12-23-91.
 - f. DOT 3560.2, DOT Field Implementation of the Transit Benefit Program, dated 2-4-92.
 - g. DOT 3902.7A, Occupational Safety and Health Management Program, dated 5-25-90.
 - h. DOT 4440.1A, Operations of Government Motor Vehicles, dated 3-1-76.
 - i. DOT 4440.3B, Motor Vehicle Management, dated 3-8-82.
 - j. DOT 4440.4A, Office Use of Government Passenger Carriers, dated 3-14-91.
 - k. DOT 4340.2, Energy and Water Management, dated 8-26-93.
 - l. DOT 5670.1, Waste Prevention and Recycling Programs, dated 2-7-94.

DISTRIBUTION: All Secretarial Offices OPI: Office of Administrative Services
All Operating Administrations and Property Management
Bureau of Transportation Statistics

3. REFERENCES.

- a. DOT M 1330.1, Mail Management Manual.
- b. DOT M 1750.1, Employee Commuter Transportation Programs Manual.
- c. DOT M 1360.5B, Printing, Duplicating/Copying, and Publications Distribution Manual.
- d. DOT M 3902.7B, Occupational Safety and Health Management Manual.
- e. DOT M 4340.3, Facilities Energy and Water Management Manual.
- f. DOT M 4410.4A, Equipment Management Manual.
- g. DOT M 4440.3C, Motor Vehicle Management Manual.
- h. DOT M 5640.1D, Environmental and Natural Resources Program Manual.
- i. DOT M 5670.1, Recycling Information Manual.
- j. DOT M 6050.1C, Aircraft Management Manual.

4. POLICY. It is DOT policy to comply with all pertinent laws, regulations, and executive orders. The specific details for implementation are contained in the above referenced Manuals.5. ADVISORY GROUPS. These groups promote information sharing and consist of representatives from each operating administration (OA), the Bureau of Transportation Statistics (BTS), and the Office of the Secretary (OST). Each group is chaired by a representative from the Office of the Assistant Secretary for Administration.6. RESPONSIBILITIES.a. The Office of the Assistant Secretary for Administration shall:

- (1) issue departmental policy and provide oversight and evaluation of the administrative services policy programs;
- (2) manage the OST administrative services programs;
- (3) prepare required consolidated reports for these programs; and

- (4) represent the Department with organizations within and outside the Federal Government for these programs.
 - b. The Office of the Assistant Secretary for Governmental Affairs shall, in the case of the aircraft management function, review and approve requests from congressional travelers to use DOT aircraft.
 - c. OAs and BTS shall:
 - (1) implement policies promulgated by the Office of the Assistant Secretary for Administration;
 - (2) prepare and submit required reports;
 - (3) ensure that periodic evaluations are made of program performance and effectiveness; and
 - (4) ensure sufficient funds are requested in the budget to ensure compliance with applicable standards.
7. REPORTS. Reporting requirements are described in the Manuals referenced in Paragraph 3.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Spillenkothen
Assistant Secretary for
Administration

